



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

DIVISION OF DISABILITY & REHABILITATIVE SERVICES

402 W. Washington Street, P.O. Box 7083
Indianapolis, IN 46207-7083
1-800-545-7763

TO: DDRS Provider Agencies and Contractors
FROM: Ken Winslow, DDRS Controller
Andrea Gee, FSSA Deputy Director Administrative Services
DATE: June 1, 2009
RE: **Fiscal Year-End Payment Deadlines**

As the State rapidly approaches the 2009 Fiscal Year End, the Division of Disability and Rehabilitative Services (DDRS) would like to remind you of the cut off dates for payments to be processed and sent to the Auditor of the State. Please also note that a subsequent memo will be sent to outline the cut off dates for payments with the ENCOMPASS shutdown in September.

To insure that payments are made out of the FY 2009 budgets, please adhere to the dates below. Unless an exception has been granted, all expenses not processed by JUNE 15, 2009 will be charged to the FY2010 budget.

- All invoices should be sent to Administrative Services (Claims) by JUNE 5, 2009.
- All contract claims should be sent to Administrative Services (Claims) by JUNE 5, 2009. These claims must be coded and signed by JUNE 12, 2009 please plan accordingly and instruct vendors to get May contract claims into our office as soon as possible.
- All Travel vouchers must be received in Administrative Services (Claims) by JUNE 5, 2009. Travel vouchers must be coded and signed by JUNE 12, 2009 please plan accordingly.

Send all invoices and claims to:

Administrative Services, PO Box 28, (MS. 29), Indianapolis, IN 46206-28

If you have specific questions or concerns, please email ClaimsPayInfo@fssa.in.gov.

Reference #:DDRS20090601

